

Terms of Reference for the Disabled Employees Network - Nottingham Trent University

Membership

The Disabled Employees Network (DEN) is run by and for disabled staff, and is supported by the Equality, Diversity & Inclusion Team. Any member of staff who considers themselves to be disabled is welcome to join. The definition of disability, under the Equality Act 2010, is "a physical or mental impairment that has a 'substantial' and 'long term' negative effect on your ability to carry out normal daily activities".

Purpose

To provide mutual support and a collective voice for disabled staff at NTU, and to support the organisation in being disability inclusive and disability confident.

Aims

The aims of the Network are to:-

- a) Promote positive attitudes towards disabled people and raise awareness of disability equality.
- b) Give a voice to the NTU disabled community enabling dialogue with all levels of the university.
- c) Develop feedback and suggestions on NTU policy, planning and implementation as it relates to disabled staff, formally channelled through the Equality, Diversity & Inclusion Team.
- d) Liaise both internally and externally with key groups and individuals to support the aims of the Network.

Structure

The DEN is coordinated by two Co-Chairs who are elected by the membership every two years. In the absence of two candidates, a single Chair would also be considered if acceptable to the candidate. Responsibility for any DEN projects or activities are shared amongst the DEN membership. The Chairs work closely with the Equality, Diversity & Inclusion Team, who provide practical support with meetings and projects and escalate issues requiring institutional action.

Frequency & Duration

The Network generally meets every two months, but may meet more or less frequently according to need and availability. Members can use up to 12 hours of their standard working time to organise and/or participate in Network meetings/activities/ consultations. This should be agreed with line managers in accordance with operational considerations.

Operation

Venues and refreshments for the Network's meetings will be provided by the University in accordance with operational availability.

The Network Chair(s) will meet with regularly the Equality, Diversity & Inclusion Team representative (eg termly) and the Head of Equality, Diversity & Inclusion annually to feedback the group's perspectives on NTU policy and planning.

When appropriate, the Network may be invited to provide a representative for the Equality and Diversity and Inclusion Advisory Group meeting, and may choose to meet with representatives of other staff networks where relevant.